

**IT IS THE VENDOR'S RESPONSIBILITY TO  
CHECK FOR ADDENDA PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS  
SPECIFICATION NO. 04-187**

The City of Lincoln intends to purchase and invites you to submit a sealed bid for:

**SEASONAL REQUIREMENTS FOR  
ADDITIONAL HAULING SERVICES FOR SNOW REMOVAL**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S  
SPECIFICATIONS**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, **July 28, 2004** in the office of the Purchasing Agent, 440 S 8<sup>th</sup> Street, Suite 200, K Street Complex, S.W. Wing, Lincoln, Nebraska 68508. Bids will be publicly opened and read in the Conference Room.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

# PROPOSAL SPECIFICATION NO. 04-187

**BID OPENING TIME: 12:00 NOON**

**DATE: July 28, 2004**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

## THE SEASONAL REQUIREMENTS FOR: ADDITIONAL HAULING SERVICES FOR SNOW REMOVAL

### BIDDING SCHEDULE

The following equation shall be used for computing your bid: Dividing the hourly rate for the truck by the cubic yard capacity of the box to determine the cost per cubic yard per hour.

Hourly rate for providing truck and operator divided by the cubic yard capacity of the truck body results in the cost per cubic yard per hour:

**VEHICLE NO. 1:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**VEHICLE NO. 2:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**VEHICLE NO. 3:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**VEHICLE NO. 4:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**VEHICLE NO. 5:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**VEHICLE NO. 6:** YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
**Truck No. :** LICENCE PLATE NO.: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_ "L X \_\_\_\_\_ "W X \_\_\_\_\_ " SIDE HEIGHT  
 CU. YD. CAPACITY: \_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO. 7: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO. 8: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO. 9: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR:\$ \_\_\_\_\_

VEHICLE NO. 10: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO.11: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO.13: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO.14: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

VEHICLE NO.15: YEAR:\_\_\_\_\_MAKE:\_\_\_\_\_MODEL:\_\_\_\_\_  
Truck No. : LICENCE PLATE NO.:\_\_\_\_\_VEHICLE COLOR:\_\_\_\_\_  
 TRUCK BODY I.D.: \_\_\_\_\_"L X \_\_\_\_\_"W X \_\_\_\_\_" SIDE HEIGHT  
 CU. YD. CAPACITY:\_\_\_\_\_. HOURLY RATE: \$ \_\_\_\_\_  
COST PER CUBIC YARD PER HOUR: \$ \_\_\_\_\_

**BIDDER'S NOTE:** If additional vehicles are to be used for snow removal, submit an additional Bid Proposal.

BID SECURITY REQUIRED: Yes\_\_\_ No X\_\_\_

**DISASTER PLAN PARTICIPATION:** The City, in the event of an emergency or disaster, may call on my firm to participate in a disaster relief/cleanup plan. I understand, if I agree to participate, my insurance certificate must be valid for a 12 month period of time and **not** be restricted to just snow removal duties.

☐ **Yes**, I agree to participate in disaster/cleanup plan, if called upon.

☐ **No**, I **do not** wish to participate in the City's disaster/cleanup plan.

**INTERLOCAL PURCHASING:** The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicate on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

☐ YES ☐ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

## **NOTE:**

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.**

**MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:**

**SEALED BID FOR SPEC. 04-187**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, **AFTER** TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A **SELF-ADDRESSED STAMPED ENVELOPE** WITH YOUR BIDDING DOCUMENTS.

**SPECIFICATION  
FOR  
HAULING SERVICES FOR SNOW REMOVAL**

**1. SCOPE**

- 1.1 The City of Lincoln will require approximately fifty-five (55) trucks to assist in snow removal from City streets.
- 1.2 Contractor shall furnish truck(s) and operator(s) for the purpose of hauling snow for the City of Lincoln during the 2004-05 winter season, ending on or about March 15, 2005.
- 1.3 The attached Sample Snow Removal Agreement serves as specifications and describes minimum equipment requirements; obligations of the City of Lincoln.
  - 1.3.1 The Sample Agreement need not be completed as part of your bid.
  - 1.3.2 If bidder has included all necessary forms for the contract with the bid proposal, including proof of insurance, bidder can sign the agreement in advance in order to expedite the bid award process.
- 1.4 The City is interested in a one (1) year contract.
  - 1.4.1 Bidder must indicate on the proposal form if extension renewal is an option.
  - 1.4.2 By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract.
  - 1.4.3 Any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.
- 1.5 Call Tom Kopplin, Assistant Purchasing Agent @ 402-441-7414 with any questions.

**2. SNOW REMOVAL AGREEMENT AND CERTIFICATE OF INSURANCE**

- 2.1 Within fourteen (14) calendar days after the award of the bid, the Contractor must execute a written Snow Removal Agreement between the Contractor and the City of Lincoln.
- 2.2 Also within such time period, the Contractor must furnish with the Agreement a Certificate of Insurance in accordance with the requirements specified in the Snow Removal Agreement.
  - 2.2.1 All Certificates of Insurance shall be filed with the City of Lincoln on the standard Accord Certificate of Insurance form showing the specific limits of insurance coverage required, and showing the City of Lincoln as an "additional insured" as pertains to snow removal services.
  - 2.2.2 Such Certification shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days notice of cancellation or non-renewal of any material reduction of insurance coverage.

**SNOW REMOVAL AGREEMENT**  
(HAULING SERVICES)

THIS AGREEMENT, made this \_\_\_ day of \_\_\_, 2004, by and between \_\_\_\_\_, hereinafter referred to a Contractor, and CITY OF LINCOLN, a body corporate and politic, hereinafter referred to as City.

WHEREAS, the City has full responsibility and control over all City streets and all matters pertaining thereto; and

WHEREAS, from time to time the City's resources are insufficient to accomplish snow removal in a timely manner, it is then necessary to acquire additional resources for the purpose of snow removal from City streets.

WHEREAS, it is the purpose of this Contract to provide for the Contractor to perform snow removal services for the City.

NOW, THEREFORE, WITNESSETH, that:

1. The Contractor hereby agrees to perform snow removal services as hereinafter set forth during the 2004-05 winter season beginning on or about November 15, 2004 and ending on or about March 15, 2005.
2. The Contractor shall furnish hauler(s) for such purpose that meet or exceed the following specifications:
  - 2.1 GVW RATING: Not less than 44,000 lbs.
  - 2.2 AXLES: Must be tandem rear.
    - 2.2.1 If truck capacity warrants additional rear axles, the Contractor is expected to have the trucks so equipped.
  - 2.3 CAB: Fully enclosed, with all glass in place and in good condition, heater and defroster, windshield wipers and right and left side mirrors with a minimum size of 60 square inches.
  - 2.4 LIGHTS: All lights required by the Federal Motor Vehicle Safety Standards, Section 108.
  - 2.5 FUEL TANKS: Not less than 50 gallons capacity.
  - 2.6 DUMP BODIES: Shall not be less than 18 cubic yard water level capacity (including side extensions), aluminum or steel construction, hydraulic lift and with a cab controlled tailgate release or a mechanical release located just behind the driver's door.
    - 2.6.1 Side extensions shall be constructed of wood or metal and shall not extend side height above the top of the tailgate.

**EQUIPMENT TO BE USED**

Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	Vehicle # _____ Model # _____ Year _____ Per Hour _____
Vehicle # _____ Model # _____ Year _____ Per Hour _____	

2.7 GENERAL INFORMATION:

- 2.7.1 All truck(s) must meet or exceed the above minimum specifications.
- 2.7.2 All truck(s) must be well maintained and in good condition to ensure reliability.
  - 2.7.2.1 If, in the opinion of the Public Works Department's Fleet Manager, truck(s) do not meet this criteria, they will not be used for snow hauling until the Contractor has corrected the deficiencies sufficiently to ensure reliability.
- 2.7.3 All truck(s) must comply with all current provisions of the National Traffic and Motor Vehicle Safety Act and all State of Nebraska vehicle laws and weight requirements.
- 2.8 Contractor shall be responsible for all fuels, lubricants, repairs and maintenance of truck(s).

3. The contractor is an independent contractor, and neither the Contractor nor his employees or agents shall be considered for any purpose to be employees of the City.
  - 3.1 Contractor shall be expected to provide the truck(s) continuously from the beginning of the operation until the operation is terminated by the City of Lincoln.
  - 3.2 Hauler shall employ sufficient operator(s) to provide for continuous around-the-clock operation.
  - 3.3 Hauler must be prepared to provide trucks(s) for hauling snow within 6 hours after being contacted by the Director of Public Works or his representative.
  - 3.4 No minimum or maximum hours of work are assured.
4. Contractor shall provide general liability insurance in the amounts of:
  - A. Bodily Injury/Property damage \$1,000,000 each Occurrence  
\$2,000,000 Aggregate
  - B. Personal Injury Damage \$1,000,000 each Occurrence
  - C. Contractual Liability \$1,000,000 each Occurrence
  - D. Products Liability and Completed Operations \$1,000,000 each Occurrence
  - 4.1 Contractor shall name the City of Lincoln as "additional insured" as pertains to the performance of snow removal services.
  - 4.2 The policy shall insure the City from any and all demands, claims, causes of action at law or in equity resulting from the use of said equipment.
  - 4.3 The Contractor agrees to indemnify and save harmless the City from any and all demands, claims, causes of action either at law or in equity arising out of performances of snow removal services.
  - 4.4 The Contractor shall provide Worker's Compensation Insurance for any employees of the Contractor who perform any work under this Agreement.
  - 4.5 Contractor shall provide the City with certification of such insurance subject to approval by the City Attorney.
5. Operator(s) shall be fully trained in the operation of the truck and licensed to operate said vehicle in accordance with State and Federal Law.
6. Truck(s) shall be operated in a safe and courteous manner, and in compliance with all Federal, State and local traffic laws.
7. Contractor shall notify the City of Lincoln of any mechanical failure to the truck(s) that prevent its use for hauling snow.
  - 7.1 As soon as the mechanical failure is repaired, Contractor shall notify the City of Lincoln that the truck(s) is available again.
  - 7.2 No hourly rate of payment shall be made to the Contractor for his maintenance and repair during this "downtime" and the hourly rate will not resume until the equipment is back in use in the field.
8. Dump Body Capacity AND BID EVALUATION.
  - 8.1 Bids will be evaluated on the basis of the cost per cubic yard per hour and the size of the dump box, to determine the best value for the City.
  - 8.2 The cubic yard capacity shall be calculated on inside dimensions.
    - 8.2.1 Loss due to floor to side radius and hydraulic cylinder cover shall not be deducted from lease cubic yard capacity.
  - 8.3 The City of Lincoln reserves the right to request any or all vehicles bid to be delivered to the Public Works Garage, 901 North 10th Street, Lincoln, NE, for cubic yard capacity verification.
  - 8.4 Failure to respond to verification or error in measurement by the contractor may be grounds for rejection of bid or termination of the contract.
  - 8.5 Calculation shall be accomplished by dividing the hourly rate for the truck by the cubic yard capacity of the box to determine the cost per cubic yard per hour.
  - 8.6 Bidders shall submit their bids on the attached Bid Proposal Form.
  - 8.7 More than one truck may be bid; however, each section of the Bid Proposal Form must be completed for each truck proposed.
9. It shall be understood that the City of Lincoln will not guarantee a minimum or maximum number of hours of work, but that the equipment and operator(s) shall stand ready to respond should they be called upon.
10. The hourly rate and cost per cubic yard per hour shall remain firm through the last snow removal operation.

11. All Trucks must be numbered and the truck number must be displayed on the exterior of the truck in a location visible from the street.
12. Similar capacity trucks may be substituted in service in the event of mechanical breakdown of primary trucks upon approval by the City's field supervisor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

ATTEST

CITY OF LINCOLN

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**CONTRACTOR**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**



# INSTRUCTIONS TO BIDDERS

## CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

### **1. BIDDING PROCEDURE**

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

### **2. BIDDER'S SECURITY**

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

### **3. EQUAL OPPORTUNITY**

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

### **4. DATA PRIVACY**

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

### **5. BIDDER'S REPRESENTATION**

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### **6. INDEPENDENT PRICE DETERMINATION**

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

## **7. CLARIFICATION OF SPECIFICATION DOCUMENTS**

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

## **8. ADDENDA**

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

## **9. ANTI-LOBBYING PROVISION**

- 9.1 During the period between the bid close date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

## **10. BRAND NAMES**

- 10.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 10.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 10.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number

from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.

- 10.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

## **11. DEMONSTRATIONS/SAMPLES**

- 11.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 11.2 Such demonstration can be at the City delivery location or a surrounding community.
- 11.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 11.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

## **12. DELIVERY**

- 12.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 12.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 12.3 All bids shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

## **13. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 13.1 Copies of the following documents must accompany the bid proposal for all items being bid:
  - 13.1.1 Manufacturer's warranties and/or guarantees.
  - 13.1.2 Bidder's maintenance policies and associated costs.
- 13.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 13.3 Bidder Warrants and represents to the City that all software/firmware/hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
  - 13.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and
  - 13.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/ firmware/

hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

- 13.3.3 No Disclaimers: The warranties and representations set forth in this section 13.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

#### **14. ACCEPTANCE OF MATERIAL**

- 14.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 14.2 Material delivered under this proposal shall remain the property of the bidder until:
- 14.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 14.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 14.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 14.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 14.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

#### **15. BID EVALUATION AND AWARD**

- 15.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 15.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 15.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 15.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.
- 15.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

#### **16. INDEMNIFICATION**

- 16.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 16.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 16.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### **17. TERMS OF PAYMENT**

- 17.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

#### **18. LAWS**

- 18.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

#### **19. AFFIRMATIVE ACTION**

- 19.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

#### **20. LIVING WAGE**

- 20.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81.010 of the Lincoln Municipal Code. This wage is subject to change up or down every July.

# **SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS**

## **CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION**

### **1. ESTIMATED QUANTITIES**

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

### **2. CONTRACT PERIOD**

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for additional one (1) year periods, not to exceed three (3) such renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

### **3. BID PRICES**

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
  1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
  3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
  4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.

5. Approved price changes are not applicable to orders already issued and in process at time of price change.
6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
7. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
8. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

### **4. CONTRACT AWARD NOTIFICATION**

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

### **5. QUARTERLY REPORT**

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
  1. Each ordering department.
  2. Items and quantities purchased by department.
  3. Total dollar amount of purchases by department.

## INSURANCE CLAUSE TO BE USED FOR ALL CITY CONTRACTS

The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City of Lincoln, Nebraska.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

A. Worker's Compensation Insurance and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

State	Statutory
Applicable Federal	Statutory
Employer's Liability	\$100,000

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

A. Bodily Injury/Property Damage	\$1,000,000 each Occurrence
	\$2,000,000 Aggregate
B. Personal Injury Damage	\$1,000,000 each Occurrence
C. Contractual Liability	\$1,000,000 each Occurrence
D. Products Liability & Completed Operations	\$1,000,000 each Occurrence

2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:
  - (a) The coverage shall be provided under a Commercial General Liability form or similar thereto.
  - (b) X.C.U. Coverage - if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
  - (c) The property damage coverage shall include a Broad Form Property Damage Endorsement or similar thereto.
  - (d) Contractual Liability coverage shall be included.
  - (e) Products Liability and/or Completed Operations coverage shall be included.
  - (f) Personal Injury Liability coverage shall be included.

C. Automobile Liability Insurance

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage      \$1,000,000 Combined Single Limit

D. Builder's Risk Insurance (For Building Construction Contracts Only)

Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide and maintain fire, extended coverage, vandalism, and malicious mischief insurance, covering such building in an amount equal to one-hundred percent (100%) of the contract amount (minimum), as specified herein.

Losses, if any, shall be made payable to the City of Lincoln and Contractor as their interest may appear. A Certificate of Insurance evidencing such insurance coverage shall be filed with the City of Lincoln by the time work on the building begins and such insurance shall be subjected to the approval of the City Attorney.

E. Minimum Scope of Insurance

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City of Lincoln.

F. Certificate of Insurance

All certificates of insurance shall be filed with the City of Lincoln on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, D, and showing the City of Lincoln as a named additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance coverage.